

PRIVACY AND THE PARISH

1.0 POLICY

The Catholic Archdiocese of Canberra and Goulburn is committed to upholding the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (Cth) (the 'Act'). The Archdiocesan Privacy Policy details how personal information held by the Archdiocese (chancery, parishes and agencies) is managed.

The Archdiocesan policy may be downloaded from <http://cgatholic.org.au/> or [parish website].

2.0 COLLECTION OF PERSONAL INFORMATION

- 2.1 Parishes will collect personal information, including sensitive information to obtain Census data and Pledge details for the various programs that they operate. Such information could also be obtained from the parish school.
- 2.2 The information collected on census forms, Baptismal and other sacramental forms is required to assist parishes and the Archdiocese to carry out their various functions, services and activities, which will be reasonably self-evident at the time of collection or will be made known to the individual at the time of collection. Parish and Archdiocesan functions, services and activities include but are not limited to:
 - 2.2.1 Providing religious services to the community, including administering sacraments and pastoral care;
 - 2.2.2 carrying out fundraising campaigns and appeals, including use of information to process donations, and communicating with Archdiocesan supporters;
 - 2.2.3 communicating with the public who contact the parish and Archdiocese with queries, comments or complaints; and employment purposes, including assessing potential new employees, volunteers and independent contractors and managing existing staff and engaging the services of parishioners as volunteers.

3.0 DISCLOSING INFORMATION

- 3.1 Parishes may disclose the information collected to third parties, for example, to parish schools and Archdiocese for administrative, communication and fundraising purposes.
- 3.2 If a parish is requested to forward personal information overseas it must be understood that the parish has no control over the information disclosed and cannot ensure that the overseas recipients will handle the information in accordance with the Australian Privacy Act.
- 3.3 Individuals are not required to provide the parish or Archdiocese with their personal information, but if they do not, the parish or the Archdiocese might not be able to provide certain activities, programs or services to them.

4.0 ACCESSING PERSONAL INFORMATION

- 4.1 Parishioners may access any personal information which the parish holds about them. Also, parents or guardians can generally make such a request in writing to the parish priest, on behalf of their children.
- 4.2 The parish may require the requester to verify their identity and specify what information they require before access can be provided. In some circumstances (refer APP12) the parish may be unable to provide access, in which case the parish will notify the requester in writing and explain how the matter may be taken further.
- 4.3 Generally individuals over the age of 15 have the capacity to make their own privacy decisions. For children under 15 or, who otherwise do not have capacity to make decisions for themselves, the parish will refer any request for consent and notices in relation to personal information to the parent and/or guardian. Parishes will treat consent given by a parent and/or guardian as consent given on behalf of the child and notices to parent and/or guardian will as notices given to the child.

5.0 CORRECTING AND UPDATING PERSONAL INFORMATION

- 5.1 Parishes endeavour to ensure that the personal information they hold is accurate, complete and up-to-date, and where using or disclosing it, relevant for the purpose of the use or disclosure.
- 5.2 Parishioners may seek to update their personal information by contacting the respective parish office. If parishes are unable to change your information they will provide notice in writing and explain why and how the matter can be taken further. Parishioners may also request that parishes issue statements with the information the individual believes in inaccurate, out of date, incomplete, irrelevant or misleading.

6.0 COLLECTION STATEMENT

- 6.1 Parishes should include the following statement in forms or, when obtaining sensitive information in relation to Census data or Pledge details.

The parish collects personal information, including sensitive information to obtain Census data and Pledge details for the various programs that it operates.

The information collected on census forms, Baptismal and other sacramental forms is required to assist the parish and Archdiocese to carry out their various functions, services and activities. Parish and Archdiocesan functions, services and activities include but are not limited to providing religious services to the community, including administering sacraments and pastoral care, carrying out fundraising campaigns and appeals, including use of information to process donations, communicating with Archdiocesan supporters and communicating with the public who contact the parish and Archdiocese with queries, comments or complaints.